

VACANCY ANNOUNCEMENT NUMBER: 31/2015

OPEN TO: - Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH).
- All interested applicants.

POSITION: **Voucher Examiner, FSN-7, FP-7**

OPENING DATE: May 8, 2015

CLOSING DATE: May 21, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *EFM/MOH/NOR: Position Grade: FP-7, to be confirmed by Washington
*Ordinarily Resident: Position Grade FSN-7; Gross Salary: (RON) 3791/ month for the full grade

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

This is a non-supervisory position reporting directly to the Supervisory Voucher Examiner. The incumbent serves as a Voucher Examiner and the secondary Alternate Class B Cashier. All duties include, but are not limited to:

- Examining and processing payments and reimbursements requested and approved for State (DOS) and other agencies;
- managing and preparing specific payment and reimbursement requests as cash voucher or in DOS financial management systems;
- performing Locally Employed Staff and Official Residence Employees tax calculation and submission;
- researching and responding to customer inquiries regarding voucher payments or reimbursements;
- applying regulations and other Department and Embassy guidelines to payments, reimbursements, and cashiering;
- managing a cash advance provided by the Principal Cashier, providing cashiering services for DOS and other agencies, and recording daily cashier transactions.

QUALIFICATIONS REQUIRED FOR FULL PERFORMANCE LEVEL (FSN-7):

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of university or business college equivalent with a degree or appropriate study in accounting, auditing, mathematics, economics, finance, and/or bookkeeping, required;
2. Minimum of two years of work experience in accounting/bookkeeping as well as Romanian tax regulations and submission is required;
3. Level 4 (fluent) English ability is required. Level 4 (fluent) Romanian ability is required.
4. Must have a strong understanding of accounting/bookkeeping as well as Romanian fiscal laws and tax regulations. Be knowledgeable in pertinent State Department and/or associated agency laws, procedures and regulations relating to auditing vouchers, cash disbursements and collections. Must have the ability to use such knowledge of the organization and functions of the major program areas of embassy and/or associated agency/agencies served. Must understand Romanian and international banking regulations and procedures as they affect electronic funds transfer (EFT and SWIFT) system. Must be able to communicate information clearly and concisely both in writing and orally.
5. Must demonstrate a high degree of honesty and integrity. Attention to detail is a must for this position. Incumbent must be able to follow through and perform work to minimize need for detail checks by Financial Management Officer (FMO) or Financial Specialist. Excellent interpersonal skills required to facilitate exchange of information at working level. Ability to function independently when dealing with all kinds of vendors, agency representatives, U.S. Government employees, Post Support Unit (PSU), and Global Financial Services (CGFS) is required. Must be able to monitor and manage multiple projects at the same time. Must have excellent organizational skills and customer service skills. Must have intermediate computer skills in MS Office (Word, Excel, and Outlook).

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinarily Resident Employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) (The form can be downloaded from the embassy's site: <http://romania.usembassy.gov/embassy/employment.html>)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION IN ELECTRONIC FORMAT ONLY TO:

BucharestRecruitment@state.gov

Phone: 021-200-3567 (Point of Contact)

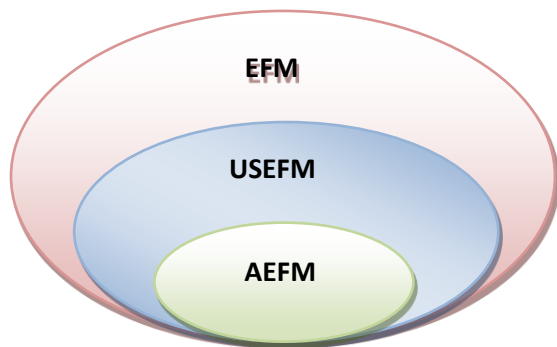
CLOSING DATE FOR THIS POSITION: May 21, 2015

The U.S. Mission in Bucharest provides equal opportunity (EEO) and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

ONLY SELECTED CANDIDATES WILL BE CONTACTED

Appendix **DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and

Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).